

***webTA***  
***Employee Manual***

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## Definitions

### ACCOUNTS

Any time in pay status must have an account associated with it. The account includes the fund code, organizational code, project code, case number (optional), and suffix (optional).

### DEFAULT SCHEDULE

The default schedule is your basic tour-of-duty. This schedule can be loaded into every pay period's timecard, to lessen the amount of input needed.

### DOLLAR TRANSACTIONS

Special Time in Pay transactions where a dollar amount is recorded and paid to you.

### ERROR MESSAGES

Messages generated during the validation process. Error messages are generated when webTA determines that the data entered is incorrect. The most common errors are when the daily, weekly, or pay period totals do not balance. You cannot validate a timecard if errors exist.

### EXCEPTION PROCESSING

A type of processing where the default schedule is loaded into every pay period's timecard and only differences to the default need to be input to the timecard. The webTA system will automatically subtract the appropriate hours from the regular time on the default schedule.

### LEAVE AND OTHER TIME

Leave usage (e.g., annual leave, sick leave, holiday pay, Leave Without Pay) is listed under the Leave and Other Time section of the timecard.

### LOCATOR INFORMATION

Provides a means of maintaining contact information for employees. Only email addresses must be listed in the Locator Info field. Your task messages will be sent to the email address listed in your Locator Info.

### PREFIX (PFX)

A code used to expand the definition for certain Time in Pay codes.

### RESTORE FROM DEFAULT

A type of processing where the default schedule is loaded into every pay period's timecard, and only differences to the default need to be input to the timecard. You would also need to subtract the appropriate hours from the regular time on the default schedule.

### STORED ACCOUNTING

A type of processing where your accounting information is stored in the NFC database. All time and attendance data will be charged to this account, without having to enter the account on the T&A.

### SUFFIX (SFX)

A code used to expand the definition for certain Time in Pay codes. The suffix code is used to pay a wage grade employee his/her shift differential. For example, Wage Grade employees working second shift use suffix 2.

### T&A DATA

The Time and Attendance report, also referred to as the “timecard.” It is the basis for reporting your hours of work.

### T&A PROFILE

The information on this screen identifies your basic payroll profile. It includes tour of duty, pay plan, service computation date, and leave category.

### T&A DATA SUMMARY

A way to view all of your webTA data for the pay period. It shows your timecard information, T&A profile, leave balances, and on-line leave requests. You cannot enter any information on this form. Your supervisor will review the same form prior to certifying your timecard.

### TASKS

Tasks are messages sent to the email address listed in your Locator Info. Tasks can be system generated (such as approval of leave requests) or employee generated (such as requesting your timekeeper to update your T&A profile).

### VALIDATE

When you validate the timecard, you are stating that the information is correct. The webTA system checks the information against some pre-programmed edits. You may receive warning or error messages during the validation process. You cannot validate a timecard if errors exist. Warnings should be carefully considered to determine if further action is needed.

### WARNING MESSAGES

Messages generated through the validation process. Warning messages are generated when the possibility of an error exists, but webTA does not have enough information to determine for sure that there is an error. The most common warning message is if leave is posted on the timecard, but there is no on-line leave request. Warnings should be carefully considered to determine if further action is needed.

### WORK TIME

Work time (e.g., regular base pay, overtime, compensatory time earned) and pay differentials (COLA, Post Differential) are listed under the Work Time section of the timecard.

## Basics

There are a few things that you need to keep in mind while using webTA.

First, webTA is an Internet or intranet based application that differs from other computer applications, such as MS Word or Excel. Some of the processing in webTA is done on your computer, and some is done on a server. Because of the way the Internet works, there is not a constant connection between your computer and the server. So, when entering information in webTA, you must always tell the system that you want to save your work by clicking the appropriate button on the screen (usually the **Save** button).

If you use a web browser often, this system should be relatively simple to use. The biggest difference is that you should not use the **Forward** and **Back** buttons in your browser. You should use the navigation buttons within webTA, such as **Return**, **Save** and **Next**. If you do use the **Forward** or **Back** buttons, you risk losing data that you have entered.

Within a page, use your *Tab* key to move from one field to another or use your mouse to point to a field and click.

One of the most common functions you will do is enter time worked and leave used. All time should be entered as the number of hours, a colon, and the number of minutes (hh:mm). Minutes should be recorded in 15-minute increments (00, 15, 30 or 45). For example, 4 hours and 30 minutes would be entered as 4:30. To enter whole hours, you only need to enter the hours. You may also enter the number of hours, a period, and a decimal fraction. The system automatically converts time entered this way to the hours:minutes format and rounds the entry to the nearest 15 minute increment. For example, 2.5 is converted to 2:30 and 4.1 is converted to 4:00 (a tenth of an hour is 6 minutes so it is rounded down).

As you enter data, some checks (validations) are performed. If you enter data that webTA can identify as incorrect, an error message is displayed indicating what is causing the problem. The main validation process is done after all data is entered for a pay period. Once validated, the data may be certified correct by the supervisor.

When you are done using webTA, you should properly exit the system by clicking the **Logout** button found at the top right of most screens. This ensures that data is properly saved and you are logged out of webTA. If there is no Logout button, you should complete the function you are using to get back to a menu or other screen with a Logout button.

The webTA system has a session timeout set on the server. If you leave webTA open and logged in for over 10 minutes, your session will expire and you will be logged out of the application. This is a security feature to prevent others from using your webTA account. If your session times out, simply log back into webTA to continue.

## Logging In and Logging Out

To access webTA, click on the link to webTA on the TTB customer page (<http://arc.publicdebt.treas.gov/DWP/fs/fsatttb1.htm>).

Access to webTA data is controlled by user IDs and passwords. Enter your user ID and password, and then click **Log In**. If your user ID and password are entered correctly, a *Main Menu* is displayed. Otherwise an error message pops up.

webTA: webTA Login: com.threeis.webta.P110login - Microsoft Internet Explorer

File Edit View Favorites Tools Help

TTB 3.0 TEST REGION

### webTA Login

This system is only for the use of authorized users who also agree to the following terms of use: anyone using this system expressly consents to having their actions monitored and any information gathered from such monitoring that indicates possible evidence of criminal activity may be provided to law enforcement personnel.

.....

webTA is available Monday through Saturday from 4 am to midnight Eastern time.

Please enter your User ID and Password for the Time & Attendance system:

|          |                          |
|----------|--------------------------|
| User ID  | <input type="text"/>     |
| Password | <input type="password"/> |

(password is case-sensitive)

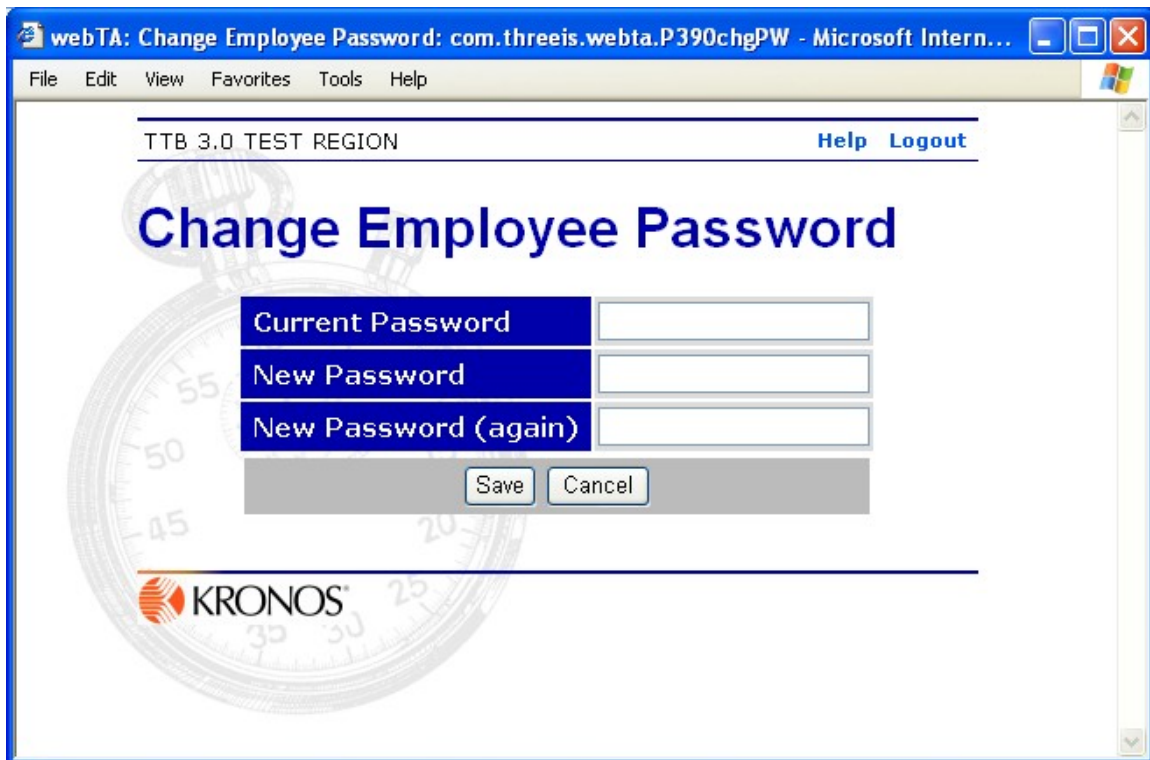
Log In

After three unsuccessful attempts to log into webTA, you will be locked out of the system and the Pay and Leave Staff must reset your password.

To end your webTA session you should log out of the application by clicking **Logout** in the upper right corner of the page. The **Logout** link is displayed on all pages other than the Login page.

## Changing Your Password

To change your password within webTA, click **Change Password** on the *Main Menu* page. It is located in the *User Functions* section at the bottom of the page.



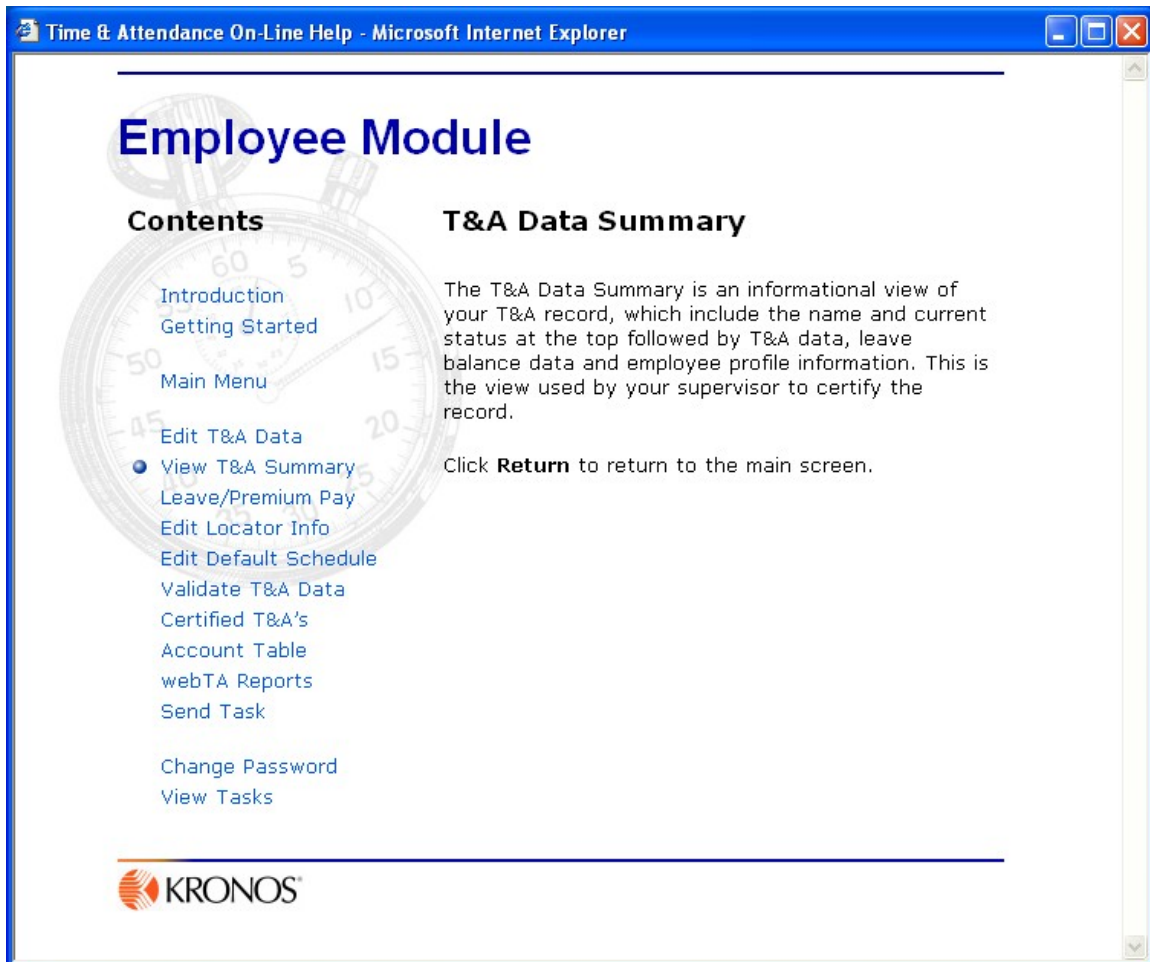
You should change your password on a regular basis, and you should never give your password to any other person. Passwords should not be easy to guess. Avoid your spouse's and children's names. The best passwords are random alphanumeric strings. Your webTA password must be at least 8 characters in length. It must contain an uppercase letter, a lowercase letter, a number, and a special character (% , \$ , & , etc.)

On the *Change Password* page, enter your current password. Then enter your new password twice, once in each of the fields provided, to verify that you did not make a typing error.

To save your new password, click **Save** and return to the *Main Menu*. Click **Cancel** to return without saving.

## Online Help

Throughout webTA, every page has an associated help page. If you need additional information about the page, simply click the **Help** link in the upper right corner of the window, next to the **Logout** link.

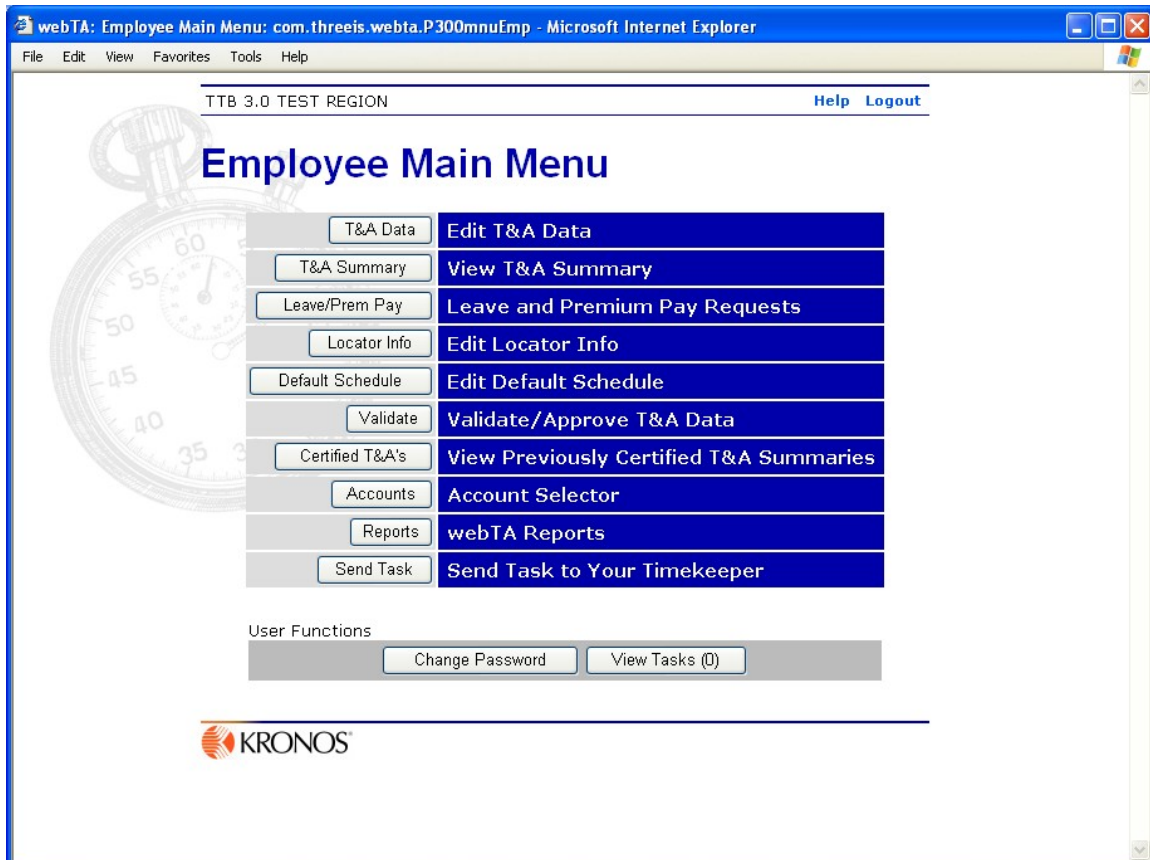


Help screens are displayed in a separate window from webTA. You can navigate the help screens using the contents links on the left side of the page. When you are finished viewing Help, simply close the help window.



## Employee Main Menu

The *Employee Main Menu* provides access to the various functions that a typical employee would use.



You can enter hours worked and leave used to your T&A report and view a summary of the information. You may also submit leave or overtime requests; save your locator information; create or modify your default schedule; approve your timecard; view previous timecards; save new accounts; run reports; and, send tasks to your timekeeper.

## Entering Your T&A Data

You should enter T&A data on a daily basis. To enter your T&A data, click **T&A Data** on the *Main Menu*. The *Payroll Data* page is displayed.

TTB 3.0 TEST REGION [Help](#) [Logout](#)

### T&A Data

Name: **John Johnson** Pay Period: **05 : Mar 6, 2005 to Mar 19, 2005**  
Time Card Type: **Regular** Leave Year: **2005**

| Work Time                              |                        |     | Mar                      |     |      |      |      |      |      | Mar  |       |      |      |      |      |      |      |      |       |       |
|--|------------------------|-----|--------------------------|-----|------|------|------|------|------|------|-------|------|------|------|------|------|------|------|-------|-------|
| Transaction                            | Pfx                    | Sfx | Account                  | 6 S | 7 M  | 8 T  | 9 W  | 10 T | 11 F | 12 S | Wk 1  | 13 S | 14 M | 15 T | 16 W | 17 T | 18 F | 19 S | Wk 2  | Total |
| <a href="#">Edit</a>                   | Regular                |     | 828301000UFOXXXXXXXXXXXX |     | 8:00 | 8:00 | 8:00 | 8:00 | 8:00 |      | 40:00 |      | 8:00 | 8:00 | 8:00 | 8:00 | 8:00 |      | 40:00 | 80:00 |
| <a href="#">Del</a>                    | Base Pay               |     | Test Account             |     |      |      |      |      |      |      |       |      |      |      |      |      |      |      |       |       |
| <a href="#">New</a>                    | <b>Work Time Total</b> |     |                          |     | 8:00 | 8:00 | 8:00 | 8:00 | 8:00 |      | 40:00 |      | 8:00 | 8:00 | 8:00 | 8:00 | 8:00 |      | 40:00 | 80:00 |
| <b>Leave and Other Time</b>            |                        |     |                          |     |      |      |      |      |      |      |       |      |      |      |      |      |      |      |       |       |
| (No Leave and Other Time transactions) |                        |     |                          |     |      |      |      |      |      |      |       |      |      |      |      |      |      |      |       |       |
| <a href="#">New</a>                    | <b>Daily Total</b>     |     |                          |     | 8:00 | 8:00 | 8:00 | 8:00 | 8:00 |      | 40:00 |      | 8:00 | 8:00 | 8:00 | 8:00 | 8:00 |      | 40:00 | 80:00 |

Remarks:

[Update](#) [Save/Return](#) [Cancel](#)

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The biweekly data is made up of lines of Work Time and Leave and Other Time. Work Time transactions are associated with time worked and to activate or deactivate some pay differentials. Leave and Other Time is for leave usage.

You may also record *Remarks*. Remarks should be brief.

You may edit, delete or add lines to any of the sections of this page. To modify a line, click **Edit** next to the line you want to change. To delete a line, click **Del** next to the line. Note that as soon as you click **Del**, the line is permanently removed. You can only recover it by adding it again. To add a line, click **New** in the appropriate section.

## Accounts

In the Account Selector, you can select a previously used account, create a new account, or delete an existing account.

The screenshot shows the 'Account Selector' web application in a Microsoft Internet Explorer browser window. The address bar displays 'webTA: Account Selector: com.threeis.webta.sites.common.acctSelector.P3016selAccount'. The page header includes 'TTB 3.0 TEST REGION' and links for 'Help' and 'Logout'. The main title is 'Account Selector'. Below this, there are two sections: 'Add an Account' and 'Existing Accounts'. The 'Add an Account' section has a form with 'Required' fields (Fund, Organization, Project) and 'Optional' fields (Case Number, Suffix). The 'Fund' dropdown is set to '02 (700D S&E)'. A 'Continue' button is below the form. The 'Existing Accounts' section lists two accounts: one with ID '828301000ROOXXXXXXXXXX' and description 'Testing', and another with ID '828301000UFOXXXXXXXXXX' and description 'Training'. Each account has 'Select' and 'Delete' buttons. There are also 'Save Description' buttons for each account. At the bottom of the 'Existing Accounts' section are 'Timekeeper Accts' and 'Cancel' buttons. The Kronos logo is at the bottom left.

To use a previously created account, click **Select** next to the existing account. To delete an account, simply click **Delete** next to that account.

To create a new account, select the appropriate elements from the drop down boxes across the top, and then click **Continue**. You will need to assign your own unique description to the account, and then click **Continue** to edit the timecard.

The screenshot shows the 'Account Description' web application in a Microsoft Internet Explorer browser window. The address bar displays 'webTA: Account Description: com.threeis.webta.sites.common.acctSelector.P3017acctDescripti...'. The page header includes 'TTB 3.0 TEST REGION' and links for 'Help' and 'Logout'. The main title is 'Account Description'. Below this, there is a form titled 'Account Description' with two fields: 'Account:' and 'Description:'. The 'Account:' field is populated with '838100000UFOXXXXXXXXXX'. The 'Description:' field is empty. There are 'Save' and 'Cancel' buttons below the form. The Kronos logo is at the bottom left.

## Biweekly T&A Data

Once you select the appropriate account, you will be taken to the *New Work Time Activity* or *New Leave and Other Time Activity* screen, where you will select the appropriate transaction. By default, Regular Base Pay is selected in the Work Time section; Admin/Excused Absence is selected in the Leave and Other Time section. To choose a different transaction code, click the down arrow in the transaction code field. A list of transaction codes is displayed. Scroll down and select the appropriate transaction code. Then complete the prefix and suffix, if necessary. Note that some transaction codes that include a prefix or suffix as part of the transaction will be filled in automatically.

webTA: Untitled: com.threeis.webta.P3301slineNew - Microsoft Internet Explorer

File Edit View Favorites Tools Help

TTB 3.0 TEST REGION [Help](#) [Logout](#)

### New Leave and Other Time Activity

|                  |                                  |
|------------------|----------------------------------|
| Transaction Code | Admin/Excused Absence            |
| Prefix           |                                  |
| Suffix           |                                  |
| Account          | 828301000R00XXXXXXXXXX (Testing) |

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Click **Save** to save the transaction code and return to the T&A Data screen.

Note: If you are an approved leave recipient, you will receive guidance from the Pay and Leave staff on entering data to the timecard.

Finally, enter the daily totals of time to charge to the transaction. The daily hours should be recorded as hours and minutes, in 15-minute increments. You may enter the number of hours, a colon, and the number of minutes.

Alternatively, you may enter the hours, a period, and a decimal fraction. If you enter time this way, it will be converted to hours and minutes, rounding to the nearest 15-minute increment. As an example, 3.5 is converted to 3:30.

The screenshot shows a web browser window titled "webTA: T&A Data: com.threeis.webta.P330slineDataTAPay - Microsoft Internet Explorer". The page header includes "TTB 3.0 TEST REGION" and "Help Logout" links. The main section is titled "T&A Data".

Employee Information:

- Name: John Johnson
- Time Card Type: Regular
- Pay Period: 05 : Mar 6, 2005 to Mar 19, 2005
- Leave Year: 2005

| Work Time            |          |     | Mar                        |   |      |      |      |      |      | Mar |       |    |      |      |      |      |      |    |       |       |
|----------------------|----------|-----|----------------------------|---|------|------|------|------|------|-----|-------|----|------|------|------|------|------|----|-------|-------|
| Transaction          | Pfx      | Sfx | Account                    | 6 | 7    | 8    | 9    | 10   | 11   | 12  |       | 13 | 14   | 15   | 16   | 17   | 18   | 19 |       | Total |
|                      |          |     |                            | S | M    | T    | W    | T    | F    | S   | Wk 1  | S  | M    | T    | W    | T    | F    | S  | Wk 2  | Total |
| Edit                 | Regular  |     | 828301000UFOXXXXXXXXXXXX   |   |      | 8:00 | 8:00 | 8:00 | 8:00 |     | 32:00 |    | 8:00 | 8:00 | 8:00 | 8:00 | 8:00 |    | 40:00 | 72:00 |
| Del                  | Base Pay |     | Training                   |   |      |      |      |      |      |     |       |    |      |      |      |      |      |    |       |       |
| New                  |          |     |                            |   |      |      |      |      |      |     |       |    |      |      |      |      |      |    |       |       |
|                      |          |     | Work Time Total            |   |      | 8:00 | 8:00 | 8:00 | 8:00 |     | 32:00 |    | 8:00 | 8:00 | 8:00 | 8:00 | 8:00 |    | 40:00 | 72:00 |
| Leave and Other Time |          |     |                            |   |      |      |      |      |      |     |       |    |      |      |      |      |      |    |       |       |
| Edit                 | Annual   |     | 828301000ROXXXXXXXXXXXX    |   | 8:00 |      |      |      |      |     | 8:00  |    |      |      |      |      |      |    |       | 8:00  |
| Del                  | Leave    |     | Testing                    |   |      |      |      |      |      |     |       |    |      |      |      |      |      |    |       |       |
| New                  |          |     |                            |   |      |      |      |      |      |     |       |    |      |      |      |      |      |    |       |       |
|                      |          |     | Leave and Other Time Total |   | 8:00 |      |      |      |      |     | 8:00  |    |      |      |      |      |      |    |       | 8:00  |
|                      |          |     | Daily Total                |   | 8:00 | 8:00 | 8:00 | 8:00 | 8:00 |     | 40:00 |    | 8:00 | 8:00 | 8:00 | 8:00 | 8:00 |    | 40:00 | 80:00 |

Remarks:

Update Save/Return Cancel

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At the bottom of the screen are options to **Update**, **Save/Return**, or **Cancel**.

- Click **Update** to update the transaction. You will remain on this screen, where you can click **New** to select another transaction.
- Click **Save/Return** to update the transaction and return to the Timekeeper Select Employee screen.
- Click **Cancel** to return to the Timekeeper Select Employee screen without saving the daily hours of time.

## T&A Summary Page

The T&A data summary page is displayed with your name and pay period at the top. The first section after the header is the timecard data. Following the timecard data are any approved leave requests, the T&A profile, and leave data information. Your timekeeper and supervisor will review this same form before your timecard is certified.

webTA: T&A Data Summary: com.threeris.webta.P350dataTASum - Microsoft Internet Explorer provided by America Online

File Edit View Favorites Tools Help

TTB 3.0 TEST REGION [Help](#) [Logout](#)

Name: **John Johnson** Pay Period: **05 : Mar 6, 2005 to Mar 19, 2005**  
Time Card Type: **Regular** Leave Year: **2005**  
Status: **Validated**  
Time In Pay: **80:00** Other Time: **0:00** Days In Pay: **10**

| Work Time              |                          | Mar |   |   |   |    |    |    | Mar |    |    |    |    |    |    |      |      |       |
|------------------------|--------------------------|-----|---|---|---|----|----|----|-----|----|----|----|----|----|----|------|------|-------|
| Transaction            | Pfx/Sfx/Account          | 6   | 7 | 8 | 9 | 10 | 11 | 12 | 13  | 14 | 15 | 16 | 17 | 18 | 19 | Wk 1 | Wk 2 | Total |
|                        |                          | S   | M | T | W | T  | F  | S  | S   | M  | T  | W  | T  | F  | S  |      |      |       |
| Regular Base Pay       | 828301000UFOXXXXXXXXXXXX | 8   | 8 | 8 | 8 |    |    |    | 32  | 8  | 8  | 8  | 8  | 8  |    | 40   | 72   |       |
| Training               |                          |     |   |   |   |    |    |    |     |    |    |    |    |    |    |      |      |       |
| <b>Work Time Total</b> |                          | 8   | 8 | 8 | 8 |    |    |    | 32  | 8  | 8  | 8  | 8  | 8  |    | 40   | 72   |       |

| Leave and Other Time              |                         |   |   |   |   |    |    |    |    |    |    |    |    |    |    |      |      |       |
|-----------------------------------|-------------------------|---|---|---|---|----|----|----|----|----|----|----|----|----|----|------|------|-------|
| Transaction                       | Pfx/Sfx/Account         | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | Wk 1 | Wk 2 | Total |
|                                   |                         | S | M | T | W | T  | F  | S  | S  | M  | T  | W  | T  | F  | S  |      |      |       |
| Sick Leave                        | 828301000ROXXXXXXXXXXXX |   |   |   |   | 8  |    |    | 8  |    |    |    |    |    |    |      |      | 8     |
| Testing                           |                         |   |   |   |   |    |    |    |    |    |    |    |    |    |    |      |      |       |
| <b>Leave and Other Time Total</b> |                         |   |   |   |   | 8  |    |    | 8  |    |    |    |    |    |    |      |      | 8     |
| <b>Daily Total</b>                |                         | 8 | 8 | 8 | 8 | 8  |    |    | 40 | 8  | 8  | 8  | 8  | 8  |    | 40   | 80   |       |

**Remarks To Payroll**

**Approved Leave Requests**

| Transaction        | Dates Taken | Hours | Approved By              | Date Approved |
|--------------------|-------------|-------|--------------------------|---------------|
| Accrued Sick Leave | Mar 11 2005 | 2:00  | Diane Dawkins (DDAWKINS) | Mar 25 2005   |

| T&A Profile              |                        |
|--------------------------|------------------------|
| Pay Plan                 | General Schedule (reg) |
| Tour of Duty             | Full Time              |
| Duty Hours               | 80                     |
| Work Week                | Mon-Fri,               |
| Alternative Schedule     | Regular 8-hour Days    |
| Agency                   | TTB                    |
| State                    | WV                     |
| Town                     | 2040                   |
| Unit                     | 01                     |
| Timekeeper               | 01                     |
| New Contact Point        | Yes                    |
| Retain Data              | Restore from Default   |
| Account Data Code        | Manual Entry           |
| Service Computation Date | Sep 05 1987            |
| Annual Leave Category    | 8 hr/pp                |

| Leave Data   |        |       |        |      |        |
|--------------|--------|-------|--------|------|--------|
| Fwd          | Accr   | Avail | Used   | Bal  |        |
| Annual       | 248:30 | 8:00  | 256:30 | --   | 256:30 |
| Sick         | 458:00 | 4:00  | 462:00 | 8:00 | 454:00 |
| Compensatory | 6:00   | --    | 6:00   | --   | 6:00   |

| Leave Year Projection    |        |
|--------------------------|--------|
| Maximum Available Annual | 424:30 |
| Maximum Available Sick   | 538:00 |
| Use or Lose Leave        | 184:30 |

| Status History       |                    |                         |                                      |
|----------------------|--------------------|-------------------------|--------------------------------------|
| Timestamp            | Status             | Name                    | Message                              |
| Apr 13 2005 10:31 AM | Employee Validated | John Johnson (JJOHNSON) |                                      |
| Mar 11 2005 09:04 AM | New Record Created |                         | Created during build. (Build ID 263) |

**Validated By :** John Johnson  
**Validation Date :** Apr 13 2005 10:31 AM

[Return](#)

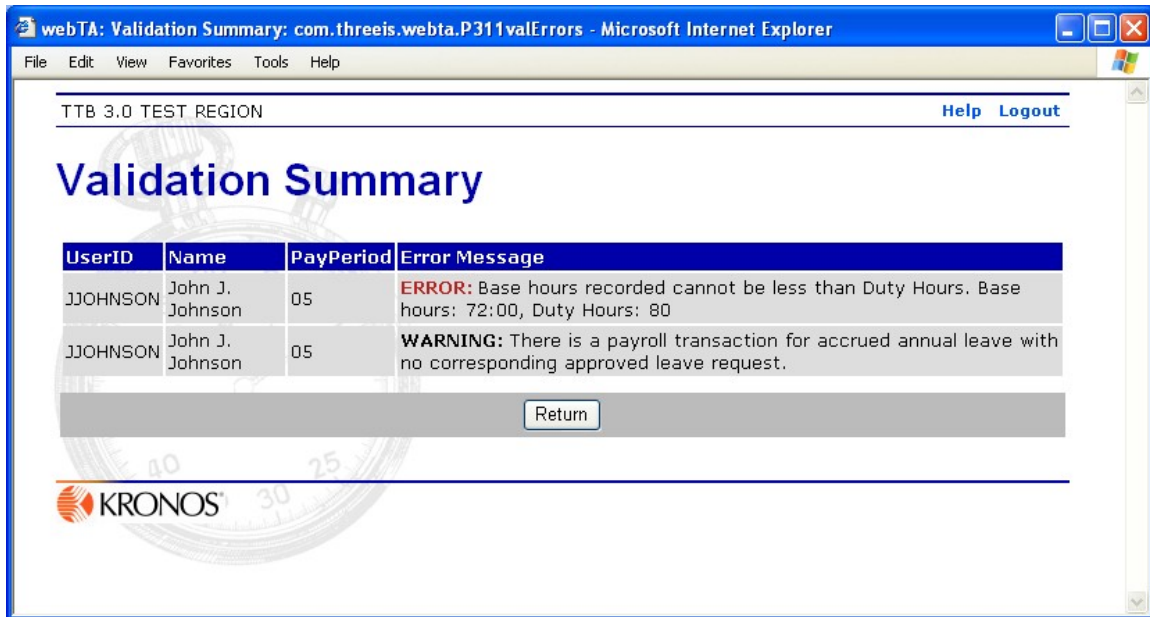
Done Internet



## Validate/Approve T&A Data

Once you have completed entry of your T&A data for the pay period, you should validate it. After you have validated it, your timekeeper will review the summary page to ensure accuracy. Your timekeeper will also validate the timecard. Your supervisor cannot certify the data until it has been validated. By validating the data, you are stating that the data is correct.

When you click *Validate* webTA checks the data for errors and possible problems. Examples of error and warning messages are shown in the figure below.



All **errors** must be corrected before the timecard can be validated. **Warnings** are generated when the possibility of an error exists, but webTA cannot determine for sure that there is an error. Warnings should be carefully considered to determine if further action is needed.

If no error or warning messages are encountered, you will get a message indicating that the data was validated. If only warning messages are generated, you will see the warning messages, and the data will also be validated.

## Certified T&As

You can review T&As for previous pay periods. You cannot change the data, but you can review it. Click **Certified T&As** on the main menu.

webTA: Certified T&A Summaries: com.threeis.webta.P345viewCertified - Microsoft Internet Explorer

File Edit View Favorites Tools Help

TTB 3.0 TEST REGION [Help](#) [Logout](#)

## Certified T&A Summaries

Now viewing from Leave Year 2005, Pay Period 1 to Leave Year 2005, Pay Period 26.

| From   | To      |
|--------|---------|
| 2005 1 | 2005 26 |

**John Johnson (JJOHNSON)**

|                                  | Pay Period | Date Range      | Cert By | Cert Date   | Cert Type |
|----------------------------------|------------|-----------------|---------|-------------|-----------|
| <input checked="" type="radio"/> | 04 - 2005  | Feb 20 - Mar 05 | JOHNSON | Mar 03 2005 | WEBTA     |
| <input type="radio"/>            | 03 - 2005  | Feb 06 - Feb 19 | JOHNSON | Feb 16 2005 | WEBTA     |
| <input type="radio"/>            | 02 - 2005  | Jan 23 - Feb 05 | JOHNSON | Feb 04 2005 | WEBTA     |
| <input type="radio"/>            | 01 - 2005  | Jan 09 - Jan 22 | JOHNSON | Jan 19 2005 | WEBTA     |

KRONOS

You may narrow the range of pay periods viewed by selecting the From and To pay periods and leave years and clicking **Update**. The certified T&As are sorted by pay period and leave year, with the most recent records at the top. Simply select the one you want to view by clicking the radio button next to it. Then click *View Certified Summary*. A new browser window pops up with the summary form. When you have finished reviewing it, close the browser window.



# Leave and Premium Pay Requests

## Leave Requests

Click **Leave/Prem Pay** on the main menu to review your active leave requests or to submit a new one. The page that is displayed shows all current and future leave requests that you have submitted with their current approval status.

- Pending – A leave request that has not been approved or denied.
- Yes – A leave request that has been approved.
- No – A leave request that has been denied.

webTA: Leave/Premium Pay Requests: com.threeis.webta.P355leaveRequest - Microsoft Internet Expl...

File Edit View Favorites Tools Help

TTB 3.0 TEST REGION Help Logout

## Leave/Premium Pay Requests

### Current Leave Requests

|  | Approved | Transaction          | From Date   | To Date     | Total Hrs |
|--|----------|----------------------|-------------|-------------|-----------|
| <input type="button" value="View"/>                                    | Yes      | Accrued Annual Leave | Jul 05 2005 | Jul 08 2005 | 32:00     |
| <input type="button" value="Edit"/> <input type="button" value="Del"/> | Pending  | Accrued Annual Leave | Dec 19 2005 | Dec 23 2005 | 40:00     |

### Current Premium Pay Requests

|                                     | Approved | Transaction | From Date   | To Date     | Total Hrs |
|-------------------------------------|----------|-------------|-------------|-------------|-----------|
| <input type="button" value="View"/> | Yes      | Overtime    | Apr 16 2005 | Apr 16 2005 | 4:00      |

### Leave Transfer Program Donations

|  | Account    | Hours | Status  | PP | Year |
|--|------------|-------|---------|----|------|
| <input type="button" value="Edit"/> <input type="button" value="Del"/> | Polly Puny | 10:00 | Pending |    |      |

Total 10:00

|                    | Approved Donations | This leave year | Last leave year |
|--------------------|--------------------|-----------------|-----------------|
| Voluntary Program: | 0:00               | 0:00            | 0:00            |
| Emergency Program: | 0:00               | 0:00            | 0:00            |

You cannot change leave requests that have been approved or denied, but a request that is pending can be changed. To change a pending leave request, click **Edit** next to the request. To view an approved or denied leave request, click **View** next to the request. To submit a new request click **New**.

When you are finished reviewing requests, click **Return** to go back to the *Employee Main Menu*.

## Employee Leave/Premium Pay Request Page

To submit a new request, click **New** in the appropriate section on the Leave/Premium Pay Requests page. You will then see the screen below. Select the type of leave or premium pay from the drop-down list and enter the time into the calendar.

The total hours requested for that day should go in the top field within the calendar cell. Enter the From and To times into the designated fields below the total hours. To enter a request for another month, click on either of the arrow links at the top of the calendar.

webTA: Leave Request: com.threeis.webta.P356leaveRequestEdit - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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# Leave Request

**Request by: Rose Jackson (JACKSON)**

**Request Information**

**Leave Type**

| March 2005       |                  |                  |                  |                  |                  |                  |
|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Sun              | Mon              | Tue              | Wed              | Thr              | Fri              | Sat              |
|                  |                  | 1<br>Fr:<br>To:  | 2<br>Fr:<br>To:  | 3<br>Fr:<br>To:  | 4<br>Fr:<br>To:  | 5<br>Fr:<br>To:  |
| 6<br>Fr:<br>To:  | 7<br>Fr:<br>To:  | 8<br>Fr:<br>To:  | 9<br>Fr:<br>To:  | 10<br>Fr:<br>To: | 11<br>Fr:<br>To: | 12<br>Fr:<br>To: |
| 13<br>Fr:<br>To: | 14<br>Fr:<br>To: | 15<br>Fr:<br>To: | 16<br>Fr:<br>To: | 17<br>Fr:<br>To: | 18<br>Fr:<br>To: | 19<br>Fr:<br>To: |
| 20<br>Fr:<br>To: | 21<br>Fr:<br>To: | 22<br>Fr:<br>To: | 23<br>Fr:<br>To: | 24<br>Fr:<br>To: | 25<br>Fr:<br>To: | 26<br>Fr:<br>To: |
| 27<br>Fr:<br>To: | 28<br>Fr:<br>To: | 29<br>Fr:<br>To: | 30<br>Fr:<br>To: | 31<br>Fr:<br>To: |                  |                  |

## Family and Medical Leave Act (FMLA) and Sick Leave

For some types of leave, you need to indicate what the leave is for. In particular, sick leave and leave used under the Family and Medical Leave Act (FMLA) require identification of the purpose of the leave. Simply click the radio button next to the appropriate responses.

**Sick Leave**

If you are requesting **sick leave**, you must indicate the reason.

**Please specify:**

- ☐ Medical/dental/optical examination of requesting employee
- ☐ Care of family member/bereavement, including medical/dental/optical examination of family member
- ☐ Care of family member with a serious health condition
- ☐ Other ((e.g. personal illness or adoption). Provide the reason in Remarks.
- ☒ None

**Family and Medical Leave Act**

If **annual, sick, or leave without pay** will be used under the **Family and Medical Leave Act of 1993 (FMLA)**, indicate what it will be used for.

**Please specify:**

- ☐ Birth/Adoption/Foster Care
- ☐ Serious Health Condition of Spouse, Child, or Parent
- ☐ Serious Health Condition of Self
- ☒ None

Contact your supervisor and/or your personnel office to obtain additional information about your entitlements and responsibilities under the FMLA. Medical certification of a serious health condition may be required by your agency.

Finally, you may enter remarks in the text box provided. The remarks are visible to the supervisor approving the request. The supervisor may also enter remarks.

Time & Attendance: Leave/Premium Pay Request: com.threeris.webta.P356leaveRequestEdit - Microsoft Inter...

File Edit View Favorites Tools Help Links Norton AntiVirus

Contact your supervisor and/or your personnel office to obtain additional information about your entitlements and responsibilities under the FMLA. Medical certification of a serious health condition may be required by your agency.

Remarks

Save Cancel

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When you click **Save**, the form is checked for completion and errors are identified. You must correct the errors before you can save the form.

If the form has already been approved or denied, there is a **Return** button. When you have finished viewing or editing the form, click the appropriate button to return to the list of leave requests.

## Leave/Premium Pay Request History

To view past requests, click **View History** on the Leave/Premium Pay Requests page. You will then see the screen below.

| Approved                                 | Transaction          | From Date   | From Time   | To Date |
|--|----------------------|-------------|-------------|---------|
| <input checked="" type="radio"/> Pending | Accrued Annual Leave | Dec 19 2005 | Dec 23 2005 | 40:00   |
| <input type="radio"/> Yes                | Accrued Annual Leave | Jul 05 2005 | Jul 08 2005 | 32:00   |

[View](#) [Return](#)

KRONOS

Select the request and click the **View** button to review the request. Click the **Return** button to return to the Leave/Premium Pay Requests page.

By clicking **Calendar View** on the Leave/Premium Pay Requests page you can also view requests in a calendar form. You will then see the screen below.

webTA: Leave Request Calendar View: com.threeis.webta.P353leaveCalendarView - Microsoft Intern...

File Edit View Favorites Tools Help

TTB 3.0 TEST REGION

## Leave Request Calendar View

Select view for: All my requests

Change View

| March 2005 |                          |     |     |     |                          |     |
|------------|--------------------------|-----|-----|-----|--------------------------|-----|
| Sun        | Mon                      | Tue | Wed | Thr | Fri                      | Sat |
|            |                          | 1   | 2   | 3   | 4                        | 5   |
| 6          | 7                        | 8   | 9   | 10  | 11<br>A: JJOHNSON - 2:00 | 12  |
| 13         | 14                       | 15  | 16  | 17  | 18                       | 19  |
| 20         | 21                       | 22  | 23  | 24  | 25                       | 26  |
| 27         | 28<br>A: JJOHNSON - 8:00 | 29  | 30  | 31  |                          |     |

A: Approved time, P: Pending time

Return

The calendar shows the status (A = Approved, P = Pending), user ID and total time requested. You may change the scope of the view by clicking on the Select View drop-down list and clicking **Change View**. Click the **Return** button to return to the Leave/Premium Pay Requests page.



## Making Leave Donations

Leave donations may be made at any time to approved leave recipients in the Leave Transfer Program, as long as you have enough leave available and you have not exceeded the limitations on donations. To create a leave donation, click **Leave/Prem Pay** from the Employee Main Menu. The page that is displayed (see below) shows all current and future leave requests, then a summary of donations you have made to the Leave Transfer Program.

If you have active donations, they are displayed. Once a donation is approved, you cannot modify it. If it has not yet been approved, you may click **Edit** and make changes. Once approved, there is a **View** button that you can use to see the donation, but you cannot modify it.

webTA: Leave/Premium Pay Requests: com.threeis.webta.P355leaveRequest - Microsoft Internet Explorer

TTB 3.0 TEST REGION [Help](#) [Logout](#)

### Leave/Premium Pay Requests

#### Current Leave Requests

|  | Approved | Transaction          | From Date   | To Date     | Total Hrs |
|--|----------|----------------------|-------------|-------------|-----------|
| <a href="#">View</a>                     | Yes      | Accrued Annual Leave | Jul 05 2005 | Jul 08 2005 | 32:00     |
| <a href="#">Edit</a> <a href="#">Del</a> | Pending  | Accrued Annual Leave | Dec 19 2005 | Dec 23 2005 | 40:00     |

[New Leave](#) [View History](#) [Calendar View](#)

#### Current Premium Pay Requests

|                      | Approved | Transaction | From Date   | To Date     | Total Hrs |
|----------------------|----------|-------------|-------------|-------------|-----------|
| <a href="#">View</a> | Yes      | Overtime    | Apr 16 2005 | Apr 16 2005 | 4:00      |

[New Premium](#) [View History](#) [Calendar View](#)

#### Leave Transfer Program Donations

|  | Account    | Hours | Status  | PP | Year |
|--|------------|-------|---------|----|------|
| <a href="#">Edit</a> <a href="#">Del</a> | Polly Puny | 10:00 | Pending |    |      |

[New Donation](#)

**Total** 10:00

| Approved Donations        | This leave year | Last leave year |
|---------------------------|-----------------|-----------------|
| <b>Voluntary Program:</b> | 0:00            | 0:00            |
| <b>Emergency Program:</b> | 0:00            | 0:00            |

[Return](#)

KRONOS

## Donations To Account

You can create a leave donation by clicking **New Donation** in the *Leave Transfer Program Donations* section. You will see the screen below. This screen captures all of the information required for making a leave donation. You must fill in all the fields on the form before saving it.

webTA: Donations to Account: com.threeis.webta.P357editDonation - Microsoft Internet Explorer

File Edit View Favorites Tools Help

TTB 3.0 TEST REGION [Help](#) [Logout](#)

## Donations to Account

**Donor Information**

|                |  |
|----------------|--|
| User ID:       | JACKSON  |
| Leave Account: | Polly Puny <input type="button" value="Search"/> |
| Position:      | TTB Specialist                                   |
| Grade:         | 10   |
| Step:          | 5  |
| Hours:         | 10:00  |
| Account:       | 828301000UFOXXXXXXXXXX (Test Account) ▼          |
| Type of Leave: | Donated Annual Leave ▼                           |
| Remarks:       | <input type="text"/>                             |
| Approved:      | Pending  |

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If you know the name of the leave recipient you are donating to, you may simply type it in the *Leave Account* field. If you do not know the specific name, you may click **Search** to find it.

Your position, grade and step are required for agency reporting purposes.

As with your timecard, if your timekeeper has stored your accounting, you will not need to select an account. The account field will show *NFC Stored Account*. If your timekeeper has not stored your accounting, you must select an account for the donation.



The type of leave being donated must be selected. It may only be annual leave or restored annual leave. The webTA system will not permit you to donate more leave than you have available.

The status of the donation is *Pending* until it is approved by the Pay and Leave staff. Once the donation is approved, it is noted on your T&A report, and the leave is deducted from your leave balance.

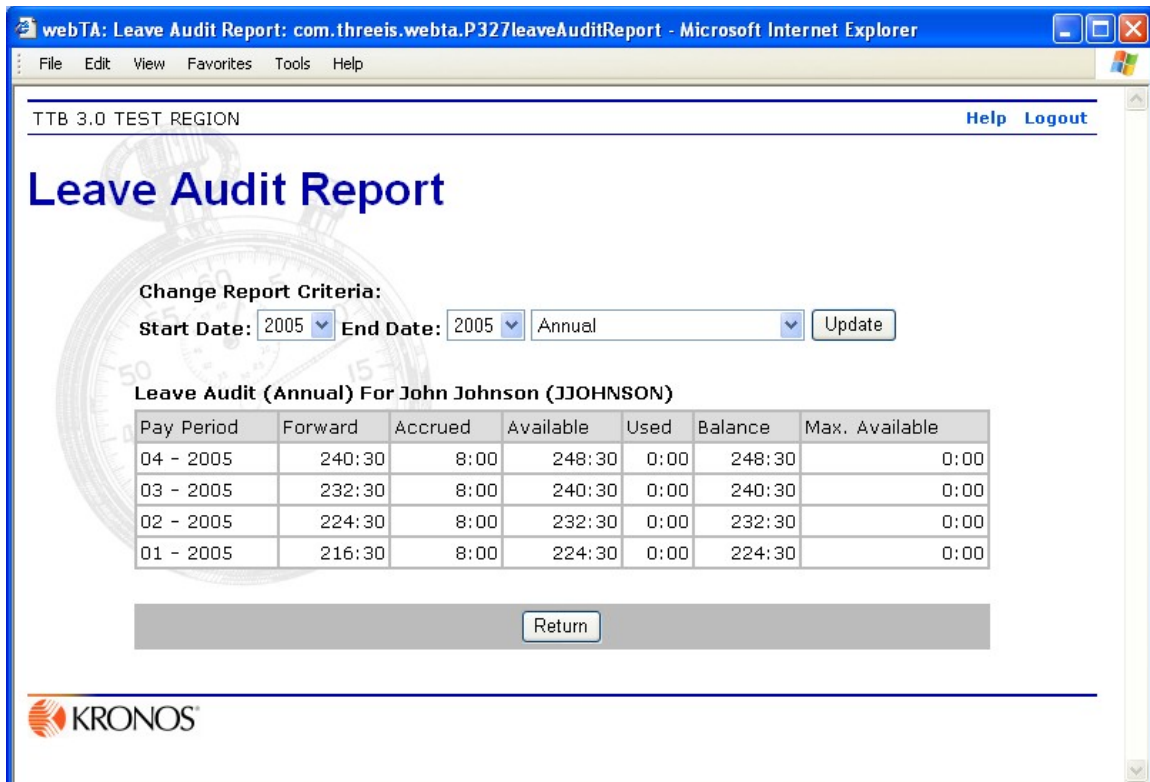
Click **Save** to save the donation and return to the Main Menu or click **Cancel** to return without saving.

## Reports

Employees can view a report showing leave usage through the year. To view this report, click **webTA Reports** from the Employee Main Menu. Select the **Leave Audit** report from the Employee Reports Menu.



Select the starting leave year, ending leave year, and type of leave from the drop-down lists. Then click **Update**.



## Locator Information

The webTA system is configured to send task notifications (such as approval of leave requests) through email. The webTA system will use the email address saved in the webTA Locator for any tasks sent to you. The only information required in the webTA Locator is the email address.

To enter your email address, click **Locator Info** from the Employee Main Menu. The screen below is displayed. Enter your email address in the Email/Internet field, then click **Save**.

webTA: Locator Info: com.threeis.webta.P360editInfo - Microsoft Internet Explorer

File Edit View Favorites Tools Help

TTB 3.0 TEST REGION [Help](#) [Logout](#)

## Locator Info

Office Contact Information for Rose Jackson

|                        |                                       |
|------------------------|---------------------------------------|
| Building               | <input type="text"/>                  |
| Street Address 1       | <input type="text"/>                  |
| Street Address 2       | <input type="text"/>                  |
| Room Number            | <input type="text"/>                  |
| Mail Stop/Routing Code | <input type="text"/>                  |
| City                   | <input type="text"/>                  |
| State                  | None <input type="button" value="v"/> |
| Zip Code               | <input type="text"/>                  |
| Country                | <input type="text"/>                  |
| APO                    | <input type="text"/>                  |
| Office Phone           | <input type="text"/>                  |
| Extension              | <input type="text"/>                  |
| Cell Phone             | <input type="text"/>                  |
| Pager                  | <input type="text"/>                  |
| Email/Internet         | John.Johnson@ttb.treas.gov            |
| Fax                    | <input type="text"/>                  |

## Timekeeper Tasks

If you need your timekeeper to update information that you do not have access to, you can enter a timekeeper task message. The message you enter is sent to your timekeeper through email.

Click on **Send Task** from the Employee Main Menu. The screen below is displayed. Type in the message and click **Save**.


webTA: Task Timekeeper: com.threeis.webta.P370sendTask - Microsoft Internet Explorer

File Edit View Favorites Tools Help

TTB 3.0 TEST REGION [Help](#) [Logout](#)

# Task Timekeeper

Please enter a tasking message to send to your timekeeper.

 KRONOS